



Licensing and Regulation  
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(360) 664-1600

# Club Liquor License Information Sheet

The following information explains the requirements for a nonprofit club liquor license, and lists those documents which must be completed. Routine liquor license applications normally take approximately 45 to 60 days to process. This processing time begins once we receive your application from Department of Licensing, Master License Service.

Descriptions of the liquor licenses are available through the Department of Licensing, Master License Service and fees are provided on the "Liquor License Description and Fee Information Sheet."

**Questions? Please call the Liquor Control Board customer service desk at (360) 664-1600.**

## 1. Basic Requirements

To obtain a liquor license your club must meet the basic requirements listed below:

- The club must be a nonprofit organization currently registered with the Washington Secretary of State.
- The organization must have been in operation for one year prior to application (unless the club is affiliated with a nationally chartered organization currently licensed by the Board).
- The majority of membership must be at least 21 years of age.
- The sale of liquor must be incidental to the main purpose of the club.
- The application must be made in the official name of the organization and signed by the president or secretary of the club.

## 2. Application Forms

To start the licensing process, complete and sign the Master Application and the Liquor Control Board Addendum-Club.

- **Master Application.** Use the "Retail Liquor License Description and Fee Information Sheet" to determine what type of a liquor license you wish to apply for. Write the appropriate license and fee in Section 2 of the Master Application.
- **Liquor Control Board Addendum -Club.**

Send the completed forms along with fees to: Department of Licensing  
Master License Service  
PO Box 9048  
Olympia Wa 98507-9048

### 3. Additional Club Documents

You will also need to furnish the following documents when contacted by a Liquor Control Board representative. Please do not turn in these documents with your Master Application.

- Petition signed by the majority of membership requesting a liquor license. (Individual member letters are also acceptable but must be signed, dated and indicate the members' approval of the club getting a liquor license).
- A certified statement signed by both the president and secretary of the organization stating the total number of members currently in good standing and that the signatures collected comprise a majority of the membership.
- Copy of minutes of the club meeting authorizing application to be made for a liquor license.
- Copy of bylaws or house rules.
- Copy of membership card for each classification of member.
- Copy of valid lease or deed for the land and building.
- Two copies of floor plan drawn ¼ inch to 1-foot scale showing the liquor sales area, kitchen, restrooms, public entrance and the position of the premises in relation to nearby streets. Please include a north arrow indicator.
- Financial or operating statement for club.
- If nationally chartered: copy of National Charter.
- If not nationally chartered: copy of articles, constitution or agreement that sets up the non-profit organization and copies of monthly trustee or director meeting minutes for one complete year.

### 4. Processing

- When the Liquor Control Board receives your application from Master License Service, a notice is sent to the city council or county authority where the club is located. The city or county has 20 days to respond with approval or objection to the application (they may request an extension for good cause).
- You will be contacted by a Liquor Control Board representative to set up an appointment for a telephone interview. Based on the interview, you will be given a list of additional documents needed (such as those listed above).
- Your local liquor enforcement officer will post a public notice at the site, which must remain up for 14 days. This gives local citizens a chance to comment on the application.
- The liquor enforcement officer will also inspect the neighborhood for nearby schools, churches, playgrounds, or other public buildings. Any such locations within 500 feet are contacted by the Board for comment. State law provides that a public school within 500 feet of the premises may veto a license.

### 5. License Delivery and Orientation

- Before an approval of a liquor license, you will need to receive a briefing on liquor laws and regulations. Emphasis will be on your responsibility to not sell or serve liquor to persons who are under 21 years of age, or who appear intoxicated. Please make arrangements with your liquor enforcement officer for this briefing as soon as possible.
- Once your license has been approved, you will receive an approval letter, which serves as a temporary license until the master license with liquor endorsement is received.